

**WISCONSIN AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NUMBER: 22-005 ANG

TECHNICIAN NUMBER: 22-010

OPENING DATE: 25 October 2021

CLOSING DATE: 08 November 2021

FILL DATE: TBD

POSITION TITLE: Senior Enlisted Leader

AFSC REQUIREMENTS: ANY
Trainees Accepted

RANK AUTHORIZED TO APPLY: E8– E9

MINIMUM SKILL LEVEL REQUIRED: 9 Skill Level in any AFSC

UNIT/LOCATION: 115 MDG, Madison, WI

AREA OF CONSIDERATION: Open to current AGR members within the 115th FW

ASVAB REQUIREMENTS:

M: A: G: E:

P: 3 U: 3 H: 3 L: 3 E: 3 S: 3

MINIMUM QUALIFICATION REQUIREMENTS

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
3. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
4. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**
5. **While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.**
6. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. **Member must remain in initially assigned position for a minimum of twelve months.**
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

BRIEF DESCRIPTION OF DUTIES:

Advises Commander on such matters as troop welfare, health, and morale. Provides leadership, management, and guidance in organizing, equipping, training, and mobilizing groups to meet home station, state and overseas mission requirements. Prepares the enlisted force to best execute mission requirements. Manages and directs resource activities as well as interprets and enforces policies and applicable directives. Manages Airmen promotion and recognition programs. Recommends or initiates actions to improve organizational effectiveness and efficiency as well as ensure that the management of personnel and resources are consistent with current practices and procedures in support of the installation mission. Assists Commander on official visits and at military ceremonies. Assists the Commander and senior leadership with corrective action and personnel matters. Determines program eligibility and counsels Airmen on career progression. Senior enlisted manager and mentor for the enlisted force. Manages and executes force management. Advises the Commander and provides reports and statistics to make personnel decisions. Oversees clerical, administrative, resource management actions.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotions, customer service, quality force management, personnel readiness and management; deployment/mobilization procedures; interviewing and counseling techniques, policies and procedures relating to administrative communications, correspondence, messages and general office management; overall organizational structure and its interrelationship with the mission, terminology and procedures employed within functional areas assigned; policies, principles, and concepts of personnel and resource management.

Education. N/A

Training. N/A

Experience. N/A

Other. The following are mandatory as indicated: See attachment 4 for entry requirements. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

HOW TO APPLY

All documents must be personally identifiable and must include date if required.

All applicants must submit a complete application packet to HRO to be considered for an AGR position. All Applicants must submit an application that includes the following:

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- ☐ **NGB Form 34-1** (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF. If you cannot pull contact your unit CSS.
- ☐ **Member Individual Fitness Report**. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date). Will not accept the "I AM FIT" report.
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a "3", a statement indicating that individual is Worldwide Deployable needs to be submitted. Contact your Medical Group to obtain your AF Form 422. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ **DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs MSgt Melanie Kasten, SGT Jonathon Vanschyndel and SrA Toni Trentadue: melanie.l.kasten.mil@mail.mil, jonathon.j.vanschyndel.mil@mail.mil, and toni.m.trentadue.mil@mail.mil. An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3730 DSN 724-3730 or e-mail ng.wi.wiarng.list.hro-internet-feedback@mail.mil